



Student Change of Details Form

<i>This form is to be completed if the student has any changes to their details on the internal System. The ON-FILE information is what we currently have in system for the student. The NEW information is what needs to be updated in the student file.</i>				ID No.
SECTION 1 - Student Details				
Name:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Email:		Tel/ Mobile:		
Course Enrolled In:				
SECTION 2 - New Details				
CHANGE OF NAME:	ON FILE:	NEW:		
HOME ADDRESS:	ON FILE:	NEW:		
PHONE NUMBER:	ON FILE:	NEW:		
EMPLOYER:	ON FILE:	NEW:		
EMERGENCY CONTACT:	ON FILE:	NEW:		
NEXT OF KIN:	ON FILE:	NEW:		
Student Signature:			Date:	/ /
SECTION 3 - Application Processing (Staff only)				
<input type="checkbox"/> Updates recorded in LMS	Initial		Date:	/ /
<input type="checkbox"/> Form Completed	Initial		Date:	/ /
Administrator Signature:			Date:	/ /